

Plans and Programs Branch,  
Plans, Programs and Administration Division

25X9 The Executive and Planning Division upon abolishment will become the Plans and Programs Branch of the Plans, Programs and Administration Division. Its personnel will be reduced from

istration function which will be transferred to the Security Records Division, and two, the Secretary of the Security Committee function which may be transferred to External Activities Branch.

Proposed Reorganization Plan

25 June 1973	Transfer of 25X1A [redacted] to EAB/PS&I along with his Secretary, <u>Security Committee function.</u>
15 July 1973	Transfer of the Records Administration Officer to the Security Records Division.
1 September 1973	Reassignment, one Secretary-Steno, GS-07, and one Secretary-Steno, GS-06, outside the Plans and Programs Branch.
1 September 1973	Appointment of the Chief, Plans and Programs Branch, Planning Officer and Secretary-Steno and their move to Room 4 E-71, at which time the Branch will be activated and report to the Chief, Plans, Programs and Administration Division.

4 June 1973

MEMORANDUM FOR: Chairman, Policy and Management Subcommittee, Reorganization Task Force

SUBJECT : Reorganization Implementation Plan for Information Handling Security Group

1. Attached for incorporation into the Policy and Management Reorganization Implementation Plan is a timetable and detailed description of implementation actions relevant to the establishment of the Information Handling Security Group under the Office of Security's reorganization plan.

2. Of significance is the need for a determination whether the Information Handling Security Group will be moved to the Headquarters Building prior to or concurrent with the implementation of the reorganization. As you are aware, proposals to accomplish this move have been discussed and approved in concept by the Director of Security over the past year, since almost all of the groups activities are centered in the Headquarters Building. The IHSG plan, therefore, calls for a decision on this matter and shows optional routes in its implementation PERT chart.

3. Personnel adjustments will be required by the proposed table of organization for the Information Handling Security Group; in fact, with the recent departure of three professional assignees to our computer security program such personnel adjustments would be required in any event. While the implementation plan is not specifically addressing this issue, it is important to recognize the need for designating incumbents for the proposed positions at some point in the implementation schedule.

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4. In the preliminary meetings which members of the Implementation Subcommittee's held with the Task Force, it was indicated that recommendations for changes in the proposed names of divisions and branches would be entertained. In order to avoid the uniqueness of the title "Group" as well as to avoid possible derision of such a title, I would recommend that the Information Handling Security Group be redesignated as the Information Handling Security Division.

STATINTL



Att.

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INFORMATION HANDLING SECURITY GROUP

Reorganization Implementation Plan

1. The Reorganization Implementation Plan for the Information Handling Security Group involves two parallel sets of action: the refinement of Group responsibilities and functions and the selection of personnel; and the determination and follow-up actions concerning the moving of Information Handling Security assets to the Headquarters Building.
2. The first group of actions consists of three basic steps:
  - a. Defining more precisely the responsibilities and functions of the Information Handling Security Group;
  - b. Identifying the functional responsibilities with specific positions on the new table of organization and preparing revised job descriptions;
  - c. Selecting by designation or recruitment personnel to fill the various positions.
3. The second group of actions related to the possible move of the Group from Chamber of Commerce Building to Headquarters is dependent on a decision whether this long delayed geographical change can and shall be implemented concurrent with the implementation of the reorganization. In the event that the decision is negative, plans detailed in anticipation of such a move should be carried out with deliberate speed to install a remote computer terminal device in Chamber of Commerce Building.
4. Should a positive decision on the move question be decided, this will entail the additional steps of defining Headquarters space requirements, selecting such space, installing a computer terminal in the Headquarters location, refurbishing the space and the eventual physical move.

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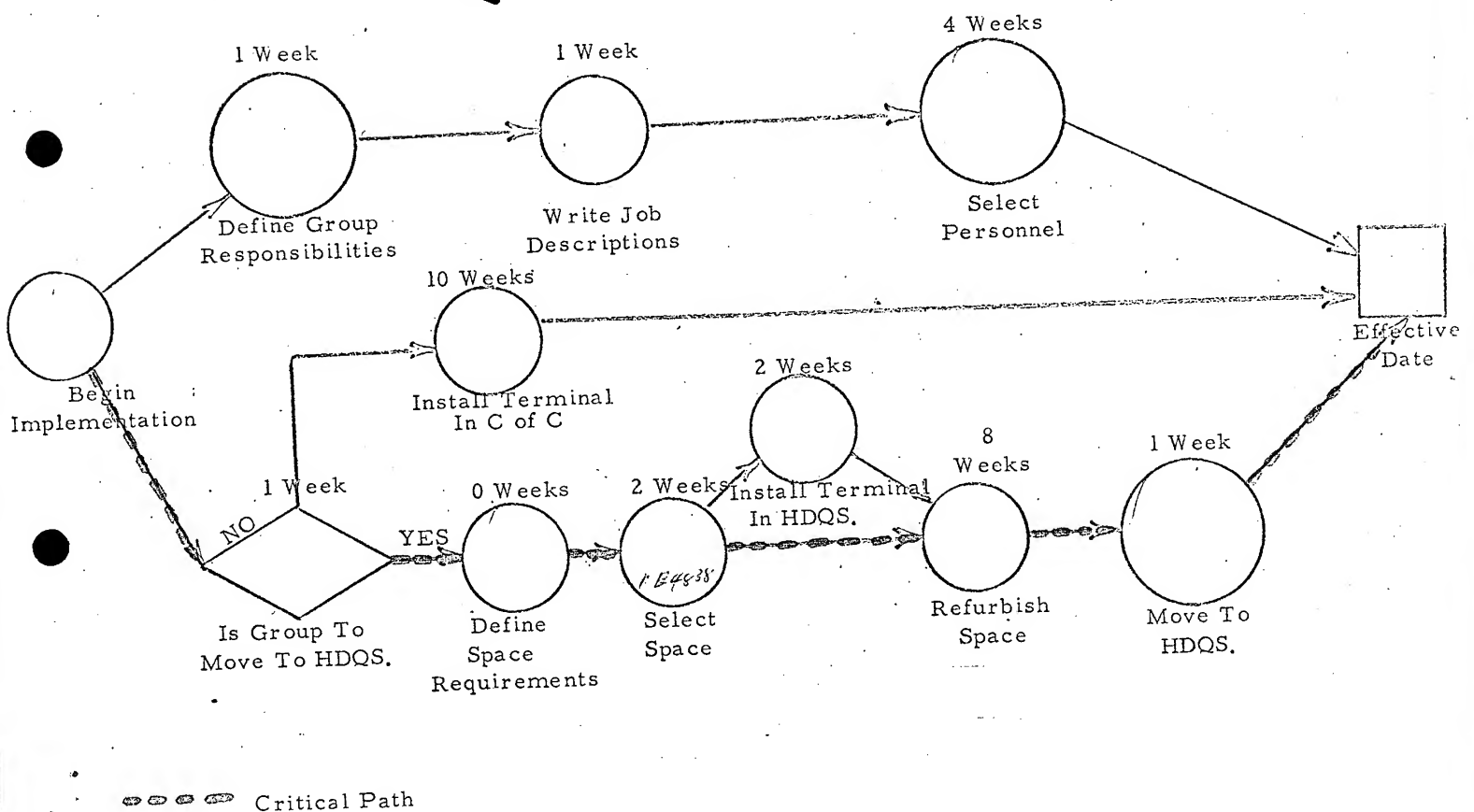
5. A schedule outlining all of these actions is attached in the form of a PERT Chart which reflects a critical path under the Headquarters move option of 12 weeks. Under this schedule, implementation would begin at least at X-12 weeks.

Att.

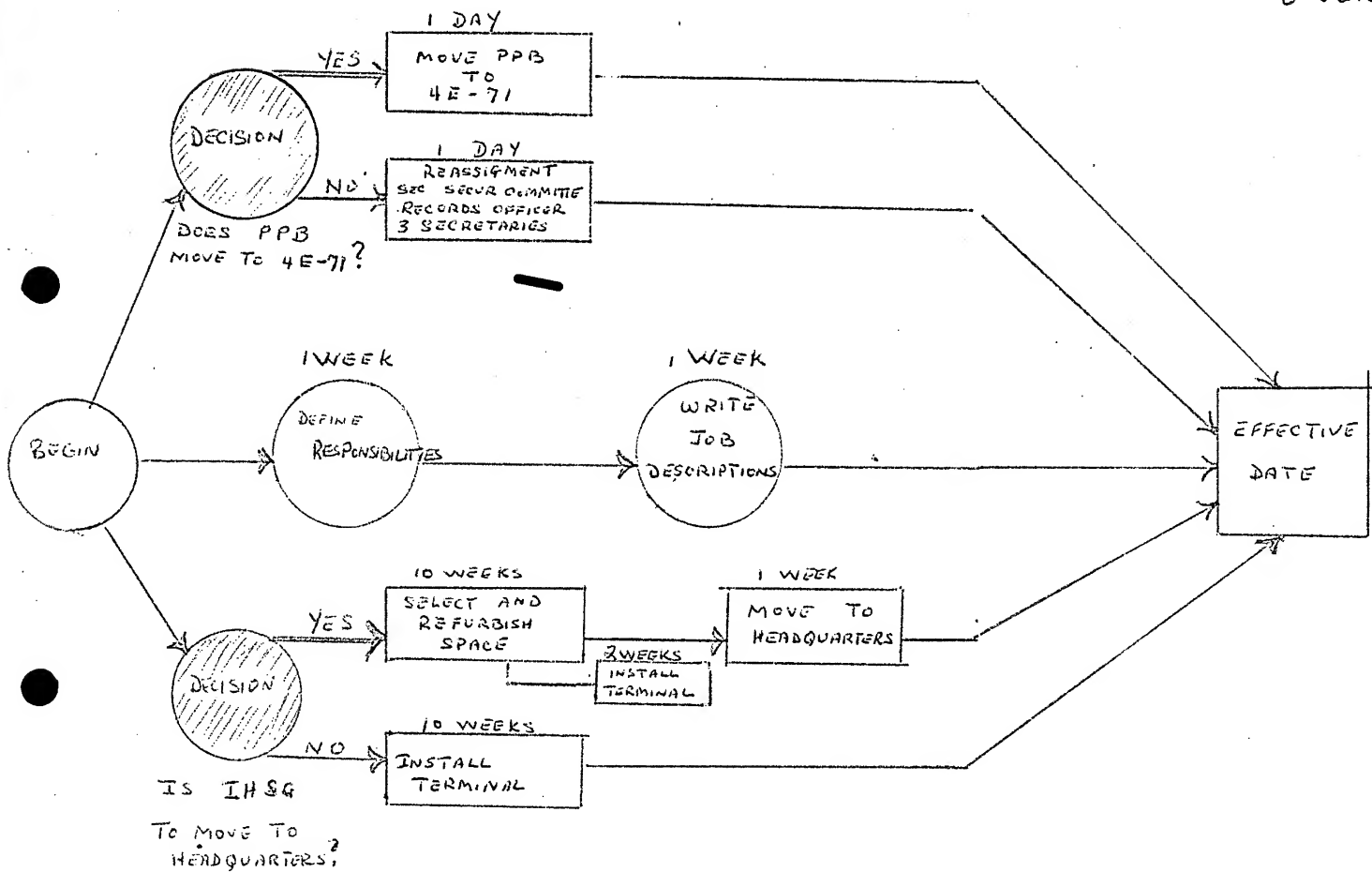
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INFORMATION HANDLING SECURITY GROUP

Reorganization Implementation Schedule



TAB 13  
6 JUNE 1973



PHASED IMPLEMENTATION  
POLICY AND MANAGEMENT DIRECTORATE  
OFFICE OF SECURITY